

## HMIS Ad Hoc Reports | *All Rent*

These instructions walk you through the process of running your *All Rent* HMIS ad hoc report. This report must be submitted to your Commerce CHG Manager monthly along with the *All Facilities* HMIS ad hoc report and the *Voucher Distribution Form* and *Voucher Detail Worksheet* (located in the *CHG Invoice Form*).

Running a saved Ad Hoc Query:

1. Log into HMIS
2. Go to the top of the screen and find the "Report" tab.



3. Click the "Report" tab to pull up the menu.
4. Click on "Ad-Hoc Reports"
5. The following screen should appear:

A screenshot of the "Ad-hoc Reports" window. The window has a title bar "Ad-hoc Reports" and standard window controls. The main area contains several fields and buttons. Numbered callouts point to specific elements: 6. Points to the "Report:" dropdown menu which is set to "50Fields List". 7. Points to the "Category:" dropdown menu. 8. Points to the "Report Query:" dropdown menu. 9. Points to the "Load" button. 10. Points to the "Build New Query" button. 11. Points to the "Display" dropdown menu which is set to "All". 12. Points to the "Drilldown" checkbox which is checked. Other elements include a "Description:" text area, a "Query:" text area containing a SQL query, a "Title:" text field, a "Group By:" dropdown menu set to "Program.ID,ServiceStandard", a "Date Field:" dropdown menu set to "ServiceDate", "Start Date" and "End Date" date pickers set to "11/01/2011" and "11/30/2011" respectively, and buttons for "Print Report", "Show Report", "Save As", "Export as Excel", "Clear", and "Close".

6. In the "Report" dropdown at the top of the page, make sure it says "50Fields List" (that is the default)

